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## **Minutes – Town Council January 2, 2019**

**Present:** Mayor Roop, Ed Palsgrove, Vice-President of Council (by telephone), Council Members, David Hoffman, Ed Smith and Kimberlee Schultz. Also present was Town Attorney Ostrander, Town Clerk, Donna Alban and Town Manager Gary P. Dye, Jr. There were 10 other attendees.

**Call to Order:** The regular Town Council meeting was called to order by Mayor Roop at 7:00 p.m.

**Pledge of Allegiance:** Mayor Roop led the Pledge.

**Recording and Agenda Policies:** Mayor Roop stated that the Town Meeting is recorded by electronic means and that the meeting will follow an Agenda. Anyone who wished to have a matter placed on the Agenda needed to submit the topic to the Mayor in writing by the last Wednesday of the month, by the close of the business day; which is 3:00 p.m. These items will be reviewed for approval.

**Previous Meeting Minutes:** A Motion by Councilmember Smith to approve the December 5 2018 minutes. It was 2<sup>nd</sup> by Councilmember Hoffman and approved 4-0.

### **Council Reports –**

#### **Public Works: Councilmember Hoffman –**

- Public Works completed water readings for the quarter
- Tree pickup will occur on January 2<sup>nd</sup>, 9<sup>th</sup> and 16<sup>th</sup>, yard waste dumpsters will be removed after that until spring
- Christmas lights will be taken down this week
- Planning Commission did not meet in December

#### **Water & Sewer: Councilmember Palsgrove – by telephone**

- Defer to Jack Coe, Jack states everything is okay

#### **Public Safety: Councilmember Smith –**

- Defer to Deputy Colussy for his monthly report

#### **Economic Development: Councilmember Schultz –**

- Human Services has hired a new director

**Community Enhancement: Councilmember Custen – not in attendance (work)**

**Mayor's Report:**

County Commissioner's Inaugural Luncheon at Carroll Community College  
Multiple Meetings with Town Manager Gary  
Christmas Tree Lighting, Town Council meeting, Work Session  
Prepared PowerPoint Presentation for 209 High Street Property  
Meeting with Jim Hindman – Events Center at Springdale Prep  
175<sup>th</sup> Birthday Planning Meeting -Invited President George W. Bush and Julia Roberts to Visit  
New Windsor for this event  
Community Meeting at Lehigh Cement  
CLSI Open House  
MML Carroll Chapter Dinner  
Taneytown Business Breakfast  
Sustainable Communities Renewal Meeting  
Railroad Wetland's Site Meeting with County Staff  
Signed Purchase and Sale Agreement on 209 High Street Property plus a walk through with contractor  
Correspondence with State Delegation and State Departments  
Responded to Numerous Citizen's Concerns

**Community Deputy:** - Brian Colussy –

- 789 calls for service in 2018 with traffic stops at 369 of that total
- Has been with the Town for over a year and presented a PowerPoint presentation on the advantages of being a proactive community deputy
- Please adhere to vehicle off the roads for snow emergency routes with winter weather approaching

**West Carroll Recreation: Kevin Cornick –**

- Nothing new to report

**Fire Chief Report: Chief Tom Coe –**

- Yearly totals – 338 Fire and 650 EMS

**Town Manager Report:**

**209 High Street L-1 Building Purchase**

Purchase and Sale Agreement dated 12/17/18 between Caprica, LLC and Town of New Windsor was signed by Mayor Roop and Steve Lorentz. Signed Agreement emailed to Suzette Covalt with Famers and Merchants Bank 12/19/18. F&M Bank will order appraisal of 209 High Street property and prepare documents for settlement tentatively scheduled for 1/30/19.

Steve provided a key on 12/20/18 so staff has been inside a few times recently. Dave Bullock did walk through of inside on 12/28/18 with Neal & I. We were looking for guidance and recommendations from Dave on improvements, cost estimates and timeframe. Dave suggested a meeting with Tom Harris, Commercial plans reviewer and inspector for CC Permits & Inspections. The meeting is scheduled for Friday January 4<sup>th</sup> at 9:30.

A quote for appraisal is \$2,200. Once payment is made, appointment will be set up with appraiser to see the property.

**Blue Ridge and College Ave. Road Improvement Project**

Doug Smith (ARRO) and I to meet with County staff Friday January 4<sup>th</sup> to discuss possibility of eliminating storm drain system and other project scope reductions.

### **SHA Streetscape and Town Water Main Replacement Projects**

GMB submitted two sets of 65% plans and spec's on 12/17/18. Plans also submitted to SHA electronically on same date.

GMB also submitted updated and separate cost estimates for the Water Main Improvements and Traffic Circle Area Improvements. Council has copies in binders. Town & SHA to review plans and meet end of January/early February.

### **1000 Green Valley Rd. Arena Complex Impact Study Proposal**

Mayor update, discussion and possible vote to approve. – Mayor Roop had passed out information to the Council at the December meeting. After a short discussion, Mayor Roop will invite the representative from Towson University to attend the January work session meeting.

### **FuTuRe Trash & Recycling Numbers for November & December 2018**

November- Trash = 22.87 ton, Recycle = 14.08 ton

December – Trash = 22.99 ton, Recycle = 13.47 ton

### **Treasurer's Report:**

**Each of the following balances given as of December 31, 2018**

General Fund the balance is - **\$224,875.06**

General Fund Capital Budget the balance is - **\$172,882.93**

Enterprise Fund balance is - **\$289,630.45**

Enterprise Capital Reserve and 3 R's Fund the balance is– **\$273,103.75**

Developer fees the balance is -**\$794,148.90**

Money Market Fund the balance is -**\$30,482.41**

Lagoon Remediation Fund the balance is - **\$199,817.41**

### **Real Property Report**

There are 15 properties For Sale

There are 5 properties in a Foreclosure process

### **Water/Sewer**

Because of the holidays, water/sewer bills will not be ready to go out until Friday. No turn offs were processed during the holidays, but will be addressed during the month of January.

### **Phone Emergency Call Down**

After having InfoPathways review our current phone system, there is no option for calls to be placed in a queue while a group of people are ringed. For this type of set up we would need either a local phone controller to be setup or to move to a VoIP system that can be hosted by a third party vendor. The local phone controller has a greater upfront cost and normally includes a yearly service and support plan, where going with a hosted solution we would only be billed per month. As an alternative, they also mentioned if we are still interested in the possibility of bartering for space on our water tower for their broadband services, an agreement could be worked out to piggyback on InfoPathways phone system.

**Lehigh Update:** No representative in attendance but Mayor Roop shared that they will be going live in January or February 2019 with the conveyer

### **Residents' Concerns: None**

### **Old Business:**

- **Purchase of 209 High Street – Appraisal - A Motion by Councilmember Hoffman to approve the payment of the appraisal fee of \$2,200 from the General Fund Contingency line item, 2<sup>nd</sup> by Councilmember Schultz and approved 4-0.**

**New Business: None**

**Announcements:**

- New Windsor Fire Department holding their 70<sup>th</sup> anniversary banquet on 1/19/19.
- Prayers for former Councilmember Kevin Null, who was hospitalized a couple of days and is undergoing further test

**A Motion by Councilmember Smith to close the regular meeting at 8:25, 2<sup>nd</sup> by Councilmember Palsgrove and approved 4-0.**

Respectfully submitted,  
Donna Alban, Town Clerk